

ANALYSIS PROCESS

0541

(No. 1 January 1998)

The Office of Legislation reviews all bills introduced by the Legislature to identify those of interest or concern to the department.

Bills of importance to CDF are then sent to the appropriate section chief and/or Deputy Director in charge of the section affected. **See *Anatomy of a Bill*** ([see exhibit](#)) (how to read a bill) and ***How a Bill Becomes a Law*** ([see exhibit](#)) (overview of legislative process) to assist in the analysis process.

All bills of importance to CDF are also sent to the Budget Office.

REVIEW AND ASSIGNMENT

0541.1

(No. 1 January 1998)

The Office of Legislation assigns all bill analyses. Some analyses will be prepared by Office of Legislation staff and others will be assigned to the appropriate unit staff. Unless you are specifically asked to analyze a bill, the respective Deputy Director or section chief will make the decision regarding CDF's interest in it. Notify the Office of Legislation if a bill sent to you for information and response has an impact on CDF programs. Bills of concern are formally analyzed to obtain an official "approved position" on the legislation from the Governor's Office via the Resources Agency. The department cannot issue letters nor may staff be authorized to testify until an "approved position" is received.

The Office of Legislation has two ways of routing bills to programs. The first method is via email. If the Office of Legislation determines that a bill might be of interest to a program, the bill is attached to an email route slip and sent to the appropriate person through email. This route slip consists of the bill number, a due date for response back from program, and indicates either "NO INTEREST", "INTERESTED", or "ANALYZE." ([See Exhibit](#)) ***Legislative Email Route Slip***. The email route slip is to be returned via email to the "**LEGISLATIVE OFFICE**" mailbox by the due date indicating either "no interest," "interested (no analysis at this time, send amendments)," or "intend to analyze." IT IS VERY IMPORTANT THAT THESE ROUTE SLIPS BE RETURNED TO THE LEGISLATIVE OFFICE IMMEDIATELY. A master interest list is created from the returned route slips and is updated continually on computer. If the Office of Legislation does not hear from you indicating an interest, amendments to a bill having major impact on programs or operations may not be sent to you.

The second method the Office of Legislation uses to route bills to programs is by hard paper copy. There are two forms that are used:

- 1) The **BILL ANALYSIS REQUEST** form. **See *Sample Bill Analysis*** ([see exhibit](#)) is to be analyzed by a unit staff person. The form will indicate the lead analyst and any others the bill was sent to for information. This form is also used to request letters of support or opposition from the lead analyst upon receipt of an approved position, and to request Enrolled Bill Reports.

- 2) The **REQUEST FOR COMMENTS ON LEGISLATION** form. *See **Sample Request for Comments on Legislation** ([see exhibit](#))* within the Office of Legislation. This form will assist the Office of Legislation's analyst in preparing the bill analysis by gathering your comments and expertise on specific issues.

On original bills, section chiefs and Deputy Directors are given five working days to return the completed analysis to the legislative office. The time frame on amended bills or special legislation is three working days. **Emergency situations will require an analysis to be completed within a very brief response period.**

NOTE: Bill analysis ranks only behind completion of the Governor's Budget and enrolled bill reports in the department's staff priorities.

COMPLETED ANALYSIS

0541.2

(No. 1 January 1998)

The appropriate section chief will review the completed bill analysis before submitting it to the Office of Legislation (**see Section 0541.3, Legislative Surname Process**). Submit the original analysis by hard copy and on disk to the Office of Legislation.

The program analyst must consult with the analyst in the Budget Office to assess the bill's fiscal impact prior to submitting the analysis to the Office of Legislation. All bill analyses must be approved by the budget analyst initialing the final bill analysis surname copy.

The Chief, Office of Legislation, appropriate Deputy Director(s), and Chief Deputy Director will review and surname the analysis prior to an approval signature by the Director or his/her designee.

After being signed by the Director, the analysis is returned to the Office of Legislation for transmittal to the Resources Agency. Photocopies will be made and distributed to the author of the analysis and the Budget Office after the Director signs.

The Resources Agency transmits the analysis to the Governor's Office for an approved position.

Upon receipt of an approved position from the Governor's Office, the Resources Agency notifies the Office of Legislation of the final action, and the Office of Legislation will notify both the author of the analysis and the Budget Office.

NOTE: No one in the department may testify at legislative hearings or send letters of support or opposition regarding any bill until an approved position is obtained from the Governor's Office. Do not send copies of a bill analysis outside the department; refer such requests to the Office of Legislation.

All legislative documents directed to the Governor's Office are considered private correspondence and are confidential by statute. This applies to legislative proposals, bill analyses, and enrolled bill reports. Such documents cannot be released until such time as the

Governor makes the information public. If and when it is appropriate to release such documents, it must be done by the Office of Legislation.

LEGISLATIVE SURNAME PROCESS

0541.3

(No. 1 January 1998)

All analyses, enrolled bill reports, letters, reports to the Legislature, concept papers and proposed legislation to be forwarded to the Resources Agency and the Governor's Office must go through a review and approval process. The Office of Legislation will, using the surname strip shown below, obtain all appropriate surnames except section chief (box #1). It is expected that all analyses, reports, etc. received by the Office of Legislation will have been internally approved by the chief of the section prior to sending it to the Office of Legislation. Final review and sign-off to be obtained by the Office of Legislation will come from the Chief of Office of Legislation, Budget Office, Deputy Director for Legislation, Deputy Director for the program/section, and Chief Deputy Director.

SURNAME	1 Section Chief	2 Budget Office	3Ofc. Legislat ion	4D.Dir/Legis lation	5 D. Dir/Section	6Chf. D. Director
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INFORMATIONAL ANALYSIS

0541.4

(Revised 1996)

Although used only occasionally, informational analysis may be prepared for bills on which the department does not wish to take a formal position, but feels it has valuable input, or for departmental in-house review. This may happen when the Governor's Office or the Resources Agency needs broader input or expertise in order to adequately evaluate the merits of an issue. These informal analyses will not request or be given an official position by the Governor's Office. These analyses are done in the regular bill analysis format but with the position omitted. Type "INFORMATION ANALYSIS" in the position box and on the **RECOMMENDATION** line.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)